



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY ARMOR CENTER
125 6TH AVENUE, SUITE 117
FORT KNOX, KENTUCKY 40121-5719

REPLY TO
ATTENTION OF:

ATZK-RMA

6 May 2009

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Thunderbolt Policy Memo No. 43-8 – DA-Directed Use of Defense Travel System and Wide Area WorkFlow

1. Reference Memorandum, Assistant Secretary of the Army Financial Management and Comptroller, subject: Defense Finance and Accounting Service (DFAS)-Electronic Commerce Initiatives, 2 August 2007.
2. On 1 October 2007, Department of the Army has directed all Army commands and activities fully utilize the Defense Travel System (DTS) for travel-claim processing and the Wide Area WorkFlow (WAWF) for receiving-report processing. As a result, the Army will cease to pay for the majority of manual transactions related to travel claims or receiving reports. Accordingly, USAARMC activities that submit manual travel claims and receiving reports, in excess of established thresholds, will be charged for those costs at the prevailing DFAS billing rates. Therefore, all USAARMC activities will be required to process 90 percent of travel claims through DTS and 75 percent of receiving reports through WAWF. These percentages are designed to accommodate certain transactions that remain outside the scope of both systems.
3. Successful electronic commerce management requires the attention of travelers, approving officials, acceptors/receivers, supervisors, commanders, and directors. The following guidance is provided:
 - a. DTS Travel Claims. Travelers and approving officials will process all travel claims through DTS, with the exception of Military Training Specific Allotment (MTSA) temporary duty en route, prisoner escorts, and permanent change of station travel. Other exceptions will be considered on a case-by-case basis with approval of the Armor Center Lead Defense Travel Administrator in G4/G8.
 - b. WAWF Receiving Reports. Activity acceptors/receivers will process all receiving reports through WAWF, with the exception of classified contracts, awards made to foreign vendors for work performed outside the US, contracts awarded by deployed contracting officers, and where undue burden would be caused to either the vendor or DOD. Other exceptions will be considered on a case-by-case basis with approval of the Armor Center WAWF Group Administrator, G4/G8.

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c. Commanders, directors, and supervisors are expected to prevent unnecessary manual processing of these actions through command emphasis and direct involvement.

d. The G4/G8 will monitor manual processing of these actions and provide periodic reports to the Chief of Staff, including identification of activities who fail to meet the threshold.

4. Management of this process will be an important part of each unit/activity's execution-year spending. Failure to meet the established thresholds will result in a negative impact on each unit/activity's ability to spend current year dollars for mission requirements, as these charges will be passed back to each of them. Accordingly, I direct travelers, approving officials, acceptors/receivers, supervisors, and commanders/directors to follow through with their respective responsibilities and take action now to ensure maximum utilization of these e-commerce systems.

5. Point of contact for this policy is the Accounting Officer, G4/G8, 4-1006.



DAVID A. TEEPLES
COL, AR
Commanding

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